

# BHC's Questionnaire for Prospective Tenants

Date:

## Primary Applicant

First Name: Middle Name: Last Name:

Gender: Date of Birth:

Phone No. Alternative Phone No.

Email:

Current Address:

**Translating and Interpreting Service** Phone: 131 450

Do you require an interpreter? Yes: Language/Dialect Yes: Auslan

**Primary Applicant Income** - Please select your source of income below. Tick all that apply.

Centrelink   
  JobSeeker\* *(see below)*   
  Youth Allowance\* *(see below)*   
  Youth Disability Allowance\* *(see below)*   
  Disability Support Pension  
 Age Pension   
  Parenting Payment   
  Other  
 Wage   
  Self-Employed

### \*JobSeeker and Youth Allowance Applicants

Please note: If your sole income is JobSeeker or Youth Allowance/Youth Disability Allowance, you will likely be eligible for only a boarding room within BHC. Please select your preferred locations.

Male Boarding Room Areas:    Bowen Hills    Fortitude Valley    Kelvin Grove    Spring Hill    Yeronga  
 Female Boarding Room Areas:    Fortitude Valley    Yeronga

## Referral/Support Organisation/Guardian Contact Details

Organisation: Support/Case Worker Name:

Contact Phone: Contact Email:

**Please advise BHC if your client obtains housing so we can update our records.**

Has someone been appointed to make financial decisions on your behalf ( e.g. Public Trustee)    Yes    No

If Yes, please provide Contact name and organisation:

Contact Phone: Contact Email:

Has a someone been appointed to make decisions on your behalf? (e.g. Public Guardian)    Yes    No

If Yes, please provide Contact name and organisation:

Contact Phone: Contact Email:

*Updated Feb 2024*

Is there any other person/organisation that helps make decisions on your behalf?

Yes No

If yes,

Friend, Family or Advocate Power of Attorney Other (Please provide details below)

**Please provide details (e.g. name, organisation, role, contact information)**

## Second Household Applicant / Child

First Name: Middle Name: Last Name:  
 Gender: Date of Birth: Relationship to applicant:  
 Phone No. Alternative Phone No.  
 Email:  
 Current Address:

**Translating and Interpreting Service** Phone: 131 450

Do you require an interpreter? Yes: Language/Dialect Yes: Auslan

**Second Household Applicant Income** - Please select your source of income below. Tick all that apply.

Centrelink JobSeeker Youth Allowance Youth Disability Allowance Disability Support Pension  
 Age Pension Parenting Payment Other  
 Wage Self-Employed

## Third Household Applicant / Child

First Name: Middle Name: Last Name:  
 Gender: Date of Birth: Relationship to applicant:  
 Phone No. Alternative Phone No.  
 Email:  
 Current Address:

**Translating and Interpreting Service** Phone: 131 450

Do you require an interpreter? Yes: Language/Dialect Yes: Auslan

**Second Household Applicant Income** - Please select your source of income below. Tick all that apply.

Centrelink JobSeeker Youth Allowance Youth Disability Allowance Disability Support Pension  
 Age Pension Parenting Payment Other  
 Wage Self-Employed

## Fourth Household Applicant\* / Child

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

\*If Applicant 4, is earning income, please provide details.

**Are there additional applicants?**      No      Yes (Please attach details)

## Housing Requirements

How many bedrooms do you require and which areas would you prefer to live in? (Please number in order of preference, e.g 1, 2, 3 etc)

Studio      1 Bedroom      2 Bedroom      3 Bedroom      4 Bedroom

### Central Areas

Bowen Hills      Paddington  
 Fortitude Valley      Spring Hill  
 Kelvin Grove      West End  
 New Farm      Woolloongabba/  
 Newstead      Kangaroo Point

### Northern Suburbs

Alderley      Mitchelton  
 Chermside      (over 55 years only)  
 Carseldine/  
 Fitzgibbon      Nudgee/Banyo  
 Lutwyche      Nundah  
                          Windsor

### Southern Suburbs

Camp Hill  
 Coopers Plains  
 Inala/Richlands  
 Mt Gravatt  
 Yeerongpilly

## Additional Housing Details

Do you have a current lease?      Yes      No      Date you will be available for housing: \_\_\_\_\_

Do you have a car?      Yes      No      If yes, how many cars do you have? \_\_\_\_\_  
 NB BHC has Limited Parking

Do you have any mobility issues e.g. are stairs an issue?      Yes      No

Have you previously been housed with BHC?      Yes      No

### Other Details

e.g. Disabilities, Medical Conditions, additional information you wish BHC to be aware of, copies of letters from support organisations

## Pets

Do you have any pets?      Yes      No

*Note: Not all properties are suitable for all pets. Applications will be reviewed in line with BHC's Pets Policy. Submission of this questionnaire does not constitute a pet application.*

*If Yes, please provide the following details about the pet*

Animal Type (breed/species)

Pet Name:

Gender:

Is your pet desexed?

Yes

No

Age:

Weight

Do you intend for the pet to be kept inside, outside or both?

Inside

Outside

Both

Any other information you would like to share on your pet?

## For each applicant receiving an income please provide:

Recent proof of weekly/fortnightly gross income.

- e.g.
- Payslips - 4 consecutive weeks
  - Centrelink Income Statement
  - Proof of other income for all applicants

A current copy of your approved Department of Housing Registration Letter

**Your Department of Housing Waitlist Number:**

A clear copy of photo ID (e.g. Drivers Licence, Adult Proof of Age Card, Passport, other Government Photo ID)

By signing this document,

I/We have detailed full and accurate information; and

I/We have received and understood BHC Privacy Collection Statement (see attached)

Signed:

Date:

*Either enter digital signature or print/sign/scan*

Signed:

Date:

*Either enter digital signature or print/sign/scan*

## Please return the following:

- ✓ This Questionnaire
- ✓ Proof of income
- ✓ Photo ID
- ✓ Approved Department of Housing Waitlist Letter

**By Post:** Allocations Team - BHC  
GPO Box 544, Brisbane Q 4001

**By Email:** [allocationsteam@bhcl.com.au](mailto:allocationsteam@bhcl.com.au)

**By Fax:** (07) 3839 2000

*\*If your circumstances change and you are no longer seeking housing with BHC, please advise us.*

*At BHC, we respect your personal information and will treat it sensitively. Within the Operations Team we collect your personal information to assist us to perform our role of providing housing and related services. The following BHC Privacy Collection Statement outlines how we will deal with your personal information and how you can obtain further information about our Privacy Policy.*

## Privacy collection statement

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At Brisbane Housing Company Limited (**BHC, we, us or our**), we respect your personal information and are committed to the Australian Privacy Principles contained within the *Privacy Act 1988* (Cth) (**Privacy Act**). The purpose of this statement is to advise you that we may collect, use and disclose various personal information about you to assist us to perform our role of providing housing and related services. This statement outlines how we will deal with your personal information and how you can obtain further information about our Privacy and Confidentiality Policy.

BHC and our related entities (each BHC) may collect, use and disclose personal information about you. Where possible, we collect personal information directly from you and may also collect personal information passively through our website. On occasion, we may need to collect personal about you from third parties who collect personal information about you.

We collect your personal information to facilitate our internal business purposes, for marketing and promotional purposes, to provide services and products to you, to perform statistical reporting and to comply with legal and regulatory requirements. We only use the information we collect for its intended purpose or a directly related purpose unless an exception applies.

In order to provide our services and products to you, we may disclose personal information about you to our related entities and affiliated organisations and service providers who assist us in operating our business (for example third party service providers and stakeholders). We are not likely to disclose your information overseas. If the personal information you provide to us is incomplete or inaccurate, we may not be able to provide you, or someone else you know, with the products or services that you or they, are seeking.

We may collect sensitive personal information from you in the course of providing services to you (for example about your health and disability status). We will only do this if you have provided your consent (or if otherwise permitted by law). If you do not provide your consent, we may not be able to provide you with some of our services.

It is up to you to update your personal information. If you are unable to update your personal information held by us yourself, you must notify us of the changes as soon as reasonably practicable.

More detailed information about the way we use, disclose and secure your personal information, how you can access and correct that information and how you can make a complaint about a breach of the Australian Privacy Principles can be found in our Privacy and Confidentiality Policy, available at [www.bhcl.com.au/about-bhc/privacy/](http://www.bhcl.com.au/about-bhc/privacy/) or on request by phoning us on (07) 3307 3000.